

<b>ORDER FOR SUPPLIES OR SERVICES</b>										PAGE 1 OF 33								
1 CONTRACT/PURCH ORDER/ AGREEMENT NO N40085-08-D-1403			2 DELIVERY ORDER/ CALL NO JN01		3 DATE OF ORDER/ CALL (YYYYMMDD) 2008 Sep 15		4 REQ / PURCH REQUEST NO ACQR855736		5 PRIORITY									
6 ISSUED BY COMMANDER NAVFAC ATLANTIC 6506 HAMPTON BLVD NORFOLK VA 23508-1278			CODE N62470		7 ADMINISTERED BY (if other than 6) CODE  <b>SEE ITEM 6</b>				8 DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER  (See Schedule if other)									
9 CONTRACTOR TEC INC. P O BOX 5127 NAME AND ADDRESS CHARLOTTESVILLE VA 22905-5127			CODE 0L251		FACILITY		10 DELIVER TO FOB POINT BY (Date) (YYYYMMDD) <b>SEE SCHEDULE</b>		11 MARK IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED									
12 DISCOUNT TERMS							13 MAIL INVOICES TO THE ADDRESS IN BLOCK See Item 7											
14 SHIP TO  <b>SEE SCHEDULE</b>			CODE		15 PAYMENT WILL BE MADE BY CODE N68732 DEFENSE FINANCE AND ACCOUNTING SERVICE - P O BOX 998022 CLEVELAND OH 44199		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; padding: 5px;">16 TYPE OF ORDER</td> <td style="width: 10%; padding: 5px;">DELIVERY/ CALL</td> <td style="width: 5%; padding: 5px;"><input checked="" type="checkbox"/></td> <td style="padding: 5px;">This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract</td> </tr> <tr> <td style="padding: 5px;"></td> <td style="padding: 5px;">PURCHASE</td> <td style="padding: 5px;"><input type="checkbox"/></td> <td style="padding: 5px;">Reference your quote dated Furnish the following on terms specified herein REF:</td> </tr> </table>											16 TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract		PURCHASE	<input type="checkbox"/>	Reference your quote dated Furnish the following on terms specified herein REF:
16 TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract															
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ACCEPTANCE THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME																		
NAME OF CONTRACTOR				SIGNATURE			TYPED NAME AND TITLE		DATE SIGNED (YYYYMMDD)									
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1																		
17 ACCOUNTING AND APPROPRIATION DATA/ LOCAL USE  <b>See Schedule</b>																		
18 ITEM NO		19 SCHEDULE OF SUPPLIES/ SERVICES				20 QUANTITY ORDERED/ ACCEPTED*		21 UNIT	22 UNIT PRICE	23 AMOUNT								
		<b>SEE SCHEDULE</b>																
* If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.						24. UNITED STATES OF AMERICA TEL: 757 322-4594 EMAIL: brenda.w.smith@navy.mil BY: BRENDA SMITH		<div style="font-size: 2em; color: red; font-weight: bold;">(b) (6)</div>		25 TOTAL \$2,952,564.00								
27a QUANTITY IN COLUMN 20 HAS BEEN <input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED						26 DIFFERENCES												
b SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c DATE (YYYYMMDD)		d PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE										
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36. I certify this account is correct and proper for payment.						31 PAYMENT <input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL				34 CHECK NUMBER								
a DATE (YYYYMMDD)		b SIGNATURE AND TITLE OF CERTIFYING OFFICER								35 BILL OF LADING NO								
37 RECEIVED AT		38 RECEIVED BY		39 DATE RECEIVED (YYYYMMDD)		40 TOTAL CONTAINERS		41 S/R ACCOUNT NO		42 S/R VOUCHER NO								

## Section B - Supplies or Services and Prices

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001		2,952,564	Dollars, U.S.	\$1.00	\$2,952,564.00

FFP

EIS for Introduction &amp; Operation Navy JSF IAW attached Statement of Work.

FOB: Destination

PURCHASE REQUEST NUMBER: ACQR855736

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NET AMT

\$2,952,564.00

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
000101					

FUND ACRN AA

FFP

Funding Doc. No.: N4657908RC036JC CUSTOMER ACRN AA

FOB: Destination

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NET AMT

\$0.00

ACRN AA

\$2,952,564.00

## Section C - Descriptions and Specifications

STATEMENT OF WORK**ENVIRONMENTAL IMPACT STATEMENT (EIS) FOR THE INTRODUCTION AND OPERATION OF  
THE NAVY JOINT STRIKE FIGHTER (JSF)****Contract N40085-08-D-1403****Task Order JN01****1.0 Background**

A siting study resulting in the completion of a preliminary draft Description of Proposed Action and Alternatives (DOPAA) for the homebasing of the JSF was awarded under a separate contract. This work, currently underway, will provide an analysis of operational and facility requirements, comparison of requirements with actual adequate assets, and develop site plan concepts needed to support both the primary and secondary level of facilities for the JSF (MIDLANT Contract N40085-D-1403). This preliminary draft DOPAA will be provided to the Contractor as a starting point to complete the JSF EIS.

**2.1 Project Description:**

The F-35C Lightning II is the carrier variant (CV) of the F-35 Joint Strike Fighter (JSF). The JSF is a 5th generation, stealth, supersonic, multi-role, strike fighter that will replace the Navy FA-18A/C and some older FA-18E aircraft in the Navy's ten carrier air wings (CVW).

The F-35 Lightning II was designed to meet war fighting capability requirements for the U.S. Navy, U.S. Air Force (USAF), U.S. Marine Corps (USMC) and foreign partners. The F-35A is the conventional takeoff and landing variant that will be flown primarily by USAF and foreign partners. The F-35 B is the short takeoff and vertical landing variant that will be flown by the USMC. The F-35C will be flown by the USN as the next generation carrier-based strike fighter aircraft. To the greatest extent possible, existing Navy FA-18A/C/E homebasing and training infrastructure will be reused for the F-35C.

The Navy will prepare a homebasing EIS for the Navy JSF F-35C that includes analyzing the effects of routine installation level training requirements. The Navy assumes that the development of the Navy Homebasing EIS document will be a cooperative effort between the Navy and the Contractor. The Navy will establish a JSF F-35C EIS Stakeholder Team that will be involved in all planning meetings and review of the Contractor's deliverables under this statement of work (hereafter, the EIS Stakeholder Team will refer to the Navy, contractors and subject matter experts preparing the NEPA document).

Since each service is preparing appropriate NEPA documentation for JSF actions, it is the Navy's intent to develop a service-level, executive steering group to maintain consistency between Air Force, Marine Corps and Navy documents and with analyses from supporting studies. Therefore, the Contractor will need to attend/participate in quarterly steering meetings, with the Navy Technical Representative (NTR), United States Fleet Forces Command (USFF) and representatives from both the Air Force and Marine Corps JSF NEPA actions, to conduct consistency reviews and ensure the greatest consistency possible between Air Force, Navy's and both Marine Corps NEPA documents. (See Section 4.1)

The products of this delivery order may contain classified information. Some aspects of a proposed action may involve information not releasable to the public because it is classified or sensitive unclassified information. The Contractor shall prepare and safeguard project information and data products to prevent unauthorized dissemination of classified or sensitive unclassified information. When feasible, the Contractor should organize the documents in such a manner to include the classified or sensitive unclassified portions as appendices. In this way, unclassified portions can be made available to the public. All information, data, maps and reports generated under this contract will be considered Department of the Navy (DoN) property and shall not be disseminated, either verbally or in written form, without prior written approval by the NTR.

All deliverables including hardcopy documents, briefings, CD's and other forms of media must contain the appropriate security classification, including "UNCLASSIFIED" materials. The Navy will provide guidance on how to label deliverables.

### **3.0 REFERENCES/COMPLIANCE REQUIREMENTS**

The Contractor will ensure that all work completed under the requirements of this SOW complies with the following compliance requirements.

- The National Environmental Policy Act (NEPA) of 1969, 42 U.S.C. 4321, as amended.
- Council on Environmental Quality (CEQ) Regulations for Implementing the National Environmental Policy Act, 40 C.F.R. 1500-1508, 1 July 1986.
- OPNAV Instruction 5090.1C, 30 October 2007
- Endangered Species Act of 1973 (ESA)
- Joint Regulations (United States Fish and Wildlife Service, Department of Commerce); Endangered Species Committee Regulations, 50 CFR 402 Interagency Cooperation.
- Fish and Wildlife Coordination Act, 16 U.S.C. 661-666c.
- Migratory Bird Treaty Act, 16 U.S.C. 703-711.
- Bald and Golden Eagle Protection Acts, 16 U.S.C. 668-668d.
- Archaeological and Historic Preservation Act of 1974
- Clean Air Act and Amendments
- Clean Water Act, including NPDES permits
- Corps of Engineers, Department of the Army, Regulations, 33 C.F.R. 320-330.
- Safe Drinking Water Act, 42 U.S.C. 300f.
- Executive Order 11593 – Protection and Enhancement of the Cultural Environment, May 13, 1971.
- Executive Order 11988 – Floodplain Management
- Executive Order 11990 – Protection of Wetlands
- Executive Order 12114 – Environmental Effects Abroad of Major Federal Actions
- Executive Order 12898 – Environmental Justice
- Executive Order 13045 – Environmental Health and Safety Risks to Children
- Executive Order 13186 – Responsibility of Federal Agencies to Protect Migratory Birds, January 11, 2001.
- Presidential Proclamation 7264 – California Coastal National Monument, Jan 11, 2000
- Land and Water Conservation Fund Act of 1965
- Wild and Scenic Rivers Act, as amended
- Native American Graves Protection and Repatriation Act, 25 U.S.C. 3001 & 40 C.F.R. 10.
- Noise Control Act
- Resource Conservation and Recovery Act, (Solid Waste Disposal Act), 42 U.S.C. 6901.
- Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. 9601.
- Emergency Planning and Community Right-to-Know Act, 42 U.S.C. 11001.
- Pollution Prevention Act of 1990, 42 U.S.C. 651 et seq.
- National Historic Preservation Act, 16 U.S.C. 470, as amended and 36 C.F.R. 800: Protection of Historic Properties.
- Antiquities Act of 1906, 16 U.S.C. 431
- Archaeological Resources Protection Act of 1979, 16 U.S.C. 470aa-470mm.
- American Indian Religious Freedom Act of 1978, 42 U.S.C. 1996.
- Atomic Energy Act, 42 U.S.C. 2011.
- Occupational Safety and Health Act of 1970, 29 U.S.C. 651.
- Marine Mammal Protection Act

- National Oceanic and Atmospheric Administration Federal Consistency Regulations (15 CFR Part 930)
- The Mining Act of 1971, NC GS Chapter 74, Article 7
- FAA Order 7400.2, Procedures for Handling Airspace Matters

#### **4.0 SERVICES REQUIRED**

The JSF Homebasing EIS will analyze four (4) to six (6) alternatives plus the no action alternative (total of seven (7) possible alternatives) The analysis will cover replacement of FA-18 A/C/D aircraft, operations and associated construction, renovation and/or demolition of buildings, utilities, and infrastructure. The analysis will consider the homebasing of F-35C JSF at NAS Lemoore and NAS Oceana and routine detachments to NAS Key West, NAS EL Centro, and NAS Fallon for unit level training. The analysis will not need to include training conducted on ranges as this is already covered in other range NEPA documents. However, the analysis will consider individual training such as Flight Carrier Landing Practice, and other individual training sites. For cost estimation purposes, the contractor should assume seven (7) individual training sites for each home base (14 in total) may require some environmental analysis.

The analyses will include potential impacts associated with installation level training. However due to emerging JSF training requirements, the Contractor shall be prepared to address timely proposals for reconfiguration of existing airspace in order to accommodate these potential requirements (or mitigation measures). The Contractor shall further assume the construction/site development including runway, apron and taxiway upgrades could be necessary to accommodate JSF operations. Airspace, airfield and air operation analyses are integrated into this SOW and the preparation of the EIS document. There should be separate sections discussing airspace, airfield and air operation analyses.

Although the Navy's JSF NEPA analysis will be conducted independently from the Air Force's and Marine Corp's JSF analysis, all JSF NEPA documents should use similar methodologies, data displays, and writing styles to the greatest extent possible.

- Potential Environmental issues associated with the proposed action include, but are not limited to, potential impacts related to noise, threatened and endangered species, protected species, soils and geology, ground or surface waters, wetlands, air quality, cultural resources and all other foreseeable potential impacts that may occur during facility construction and aircraft operations. The need for natural and cultural resources surveys will be determined by the results of the operational data gathering efforts and DOPAA.

- The NEPA analysis will require preparation of an Operational Data Summary that will quantify current F/A-18 A/C/D/E Hornet operations and future projected JSF training operations at NAS Lemoore, NAS Oceana and routine training detachment locations at NAS Key West, NAS EL Centro, NAS Fallon. A Training and Readiness (T&R) Manual is being developed for the JSF, and will be provided for use in developing the Navy JSF EIS. In the event that the T&R Manual is not readily available, USFF will provide the necessary information for preparation of this EIS. For range use, it is assumed that the JSF training is similar to its legacy aircraft.

United States Fleet Forces Command (USFF) is identified as the Action Proponent.

Each of the Sections below details the expectations to complete the NEPA documentation for this project. Allotted times within this SOW are expressed in terms of business days except where specifically noted. Section 4.13 (Microsoft Projects Schedule) provides a discussion of working days. The designated submittal dates provided in this SOW are general guidelines for estimating purposes and use in preparation of the Microsoft Projects Schedule. The Contractor is encouraged to have submittals precede the established deadlines, wherever possible, in order to create "float" within the project and avoid future delays if subsequent tasks should exceed their estimated timeframe.



Wherever possible in this SOW, the number of days associated with each meeting and the number of copies of all printed material is provided to establish a common basis of cost estimating. Some deliverables are requested in electronic format by email. Due to Navy/Marine Corps Internet restrictions, electronic mail attachments over 10 MB in size will not be acceptable. Any electronic deliverables exceeding the 10 MB size will be made available via the Navy-only project web site or through use of a secure FTP site with e-mail notice to appropriate recipients.

The following table shows efforts included in the SOW that are discussed in detail in the appropriate sections. With receipt of this SOW, the Contractor will be provided a template for preparing a fee proposal using an Excel spreadsheet. The Contractor will utilize this template for the fee proposal and will not deviate from its format without first conferring with the NTR.

#### **Table of Services Required.**

Element #	SOW Element Title
4.1	Project Meetings
4.2	Public Involvement Plan
4.3	Notice of Intent
4.4	Scoping Meetings
4.5	Web Site
4.6	Refinement/Revisions to Chapters 1 and 2 (Based on preliminary DOPAA prepared under separate contract)
4.7	Draft Environmental Impact Statement (DEIS) Preparation And Distribution
4.8	DEIS Public Notification/ Public Hearings And Comments
4.9-11	Noise Analyses
4.12	Clean Air Act Conformity Analysis (CAACA)
4.13	Microsoft Project Schedule and Project Management Plan
4.14	Administrative Record

#### **Table of Meetings, Schedule and Delivery Dates**

4.15	Meetings
4.16	Deliverables
4.17	Schedule
4.18	Contractor Evaluation
4.19	General

#### **4.1 PROJECT MEETINGS**

The Contractor will a) hold a Project Kickoff Meeting, b) host weekly conference call for EIS Stakeholder Team meetings, c) coordinate and participate in regulatory and resource agency meetings as appropriate and d) participate in quarterly executive steering meetings to coordinate efforts between DOD JSF NEPA

documents. The contractor is responsible for preparing meeting minutes which includes tracking action items and project schedule elements.

Upon award of the delivery order, the Contractor will contact the NTR to arrange a Project Kickoff Meeting date for the EIS. The location will be in Norfolk, VA and will be a two-day working meeting (including administrative record training) with an additional day allowed for travel. The kick-off meeting is a working-level meeting designed to establish communication within the EIS Stakeholder Team and to discuss: a) the requirements contained in the SOW, b) review the draft Microsoft Projects milestones and schedule submittal, c) review the developed and initial list of reasonable alternatives, d) review any pending Operational Data requirements and, e) establish an action list for the Public Involvement Plan (PIP) and Scoping process. The Contractor will prepare and disseminate a Kickoff Meeting Agenda five (5) days prior to the meeting.

As part of the kickoff meeting, the Navy will provide administrative record training for the Contractor and attending members of the EIS Stakeholder Team. The Contractor will be expected to attend this portion of the kickoff meeting and use the USFF-provided administrative record toolbox as directed.

The Contractor will provide conference call capabilities for weekly EIS Stakeholder Team meetings, hosted by NTR and USFF. The Contractor shall provide the conference call-in line with the capacity to support up to 40 callers. This conference call capability may be used to support other ad hoc meeting efforts as required.

The Contractor will be responsible for coordinating and attending agency coordination meetings to discuss environmental consequences of the proposed action. Assume a total of 10, 1-day meetings. The Contractor will set up meeting locations, briefings, audio-visual support and materials, rooms and facilitator. Upon approval of first draft meeting minutes by NTR and USFF, the Contractor will coordinate with attending agencies to review meeting minutes for concurrence prior to finalizing. Assume 2 contract personnel will attend each agency meeting.

The Contractor will participate in quarterly executive steering meetings with the NTR to discuss latest developments in the preparation of various DOD JSF EIS documents and conduct consistency reviews to ensure the greatest consistency possible between Air Force, Navy's and both Marine Corps documents. For purposes of budgeting assume an "in person" meeting every quarter in Norfolk, VA and other ad hoc meetings performed by conference call as concerns arise. Assume 1 contract personnel will participate in quarterly "in person" meetings. When possible, the Contractor will coordinate other EIS-related business to coincide with quarterly executive steering meetings in order to minimize travel costs.

The Contractor will be responsible for preparing meeting minutes for all Contractor-attended EIS related meetings. The Contractor will provide meeting minutes within 48 hours for NTR and USFF approval prior to dissemination. Meeting minutes will track action items and project schedule elements, as appropriate. After approval of meeting minutes for inclusion in the administrative record, the Contractor will post final meeting minutes to the Navy-only project website (See Section 4.5).

#### **4.2 PUBLIC INVOLVEMENT PLAN**

The Contractor will be responsible for preparing a Public Involvement Plan (PIP). The purpose of the PIP is to determine what actions must be taken during the course of this project to properly and most effectively conduct public communications and outreach. A meeting will be held with appropriate PAO representatives for all DOD bases included in the Area of Potential Effect. Cultural Resource, Natural Resource, NEPA specialists, PAOs, CPLOs and other subject matter experts with experience in the study area will discuss and develop the contents of the PIP. The PIP should include, at a minimum, discussion of political, environmental justice, socioeconomic, natural resources, and cultural resources issues that could be important during the EIS process, as well as a discussion of the outreach techniques employed throughout the life of this project. These techniques will include identification of newspapers to be utilized for public notices or media releases, types and size of ads that should most effectively be utilized within

the newspapers, the use of other public media such as radio or television, the number of public meetings and best locations for scoping and public hearings, roles of Government and Contractor personnel, how information booklets and outreach brochures may be utilized, how local elected officials will be contacted and other pertinent issues that might be appropriate for each location of study. The PIP will also determine the requirement for multi-lingual information. The PIP will include the public and agency mailing and distribution lists and EIS Stakeholder Team mailing and distribution lists. The PIP must also include a discussion on use and content of the project public web site described in Section 4.5.

Mailing and distribution lists will differentiate between federal regulatory agencies, state regulatory agencies, resource agencies, non-governmental organizations and quasi-governmental organizations. Lists need to be compared/updated using state clearinghouse lists to ensure inclusion of all resource agencies, tribes and public trust groups and lists should be updated following elections for Federal, state, and local elected officials. Mailing lists are for notification purposes and may be slightly different from distribution lists for publicly released versions of DEIS and FEIS documents. The Contractor should avoid duplicate mailings when using the mailing and distribution lists. Distribution lists should indicate if certified delivery is appropriate.

The Contractor will hold the PIP development meeting with the Kickoff meeting and provide PIP Meeting agenda five (5) days prior to the meeting. This may be provided as part of the Kick Off meeting agenda. A draft PIP will be developed and an electronic copy submitted to the Navy within 20 days after the PIP development meeting. The Contractor will incorporate Government comments and post the final PIP on the Navy-only website within 10 days of receipt of Navy comments.

The PIP is an evolving plan and the Contractor will be responsible for keeping the PIP updated and will notify the NTR of updates. For instance, the Contractor will update the PIP with draft and final versions of the NOI, press releases, evolving public participation efforts occurring related to scoping and DEIS public hearing efforts.

### **4.3 NOTICE OF INTENT (NOI)**

The Contractor shall prepare a) a NOI for Federal Register publication, b) a newspaper block advertisement and c) letters to notify public and agency of the intent to prepare an EIS for this proposed action.

#### **4.3.1 NOI**

The Contractor will prepare a draft NOI and will submit it electronically for review by the Navy within 20 days after the Project Kickoff Meeting. The Contractor will incorporate government comments and submit an electronic final version of the revised NOI to the Navy within 5 days of receipt of comments. The NOI will include the project purpose and need, description of location, proposed action and alternatives to be analyzed. If available, scoping meeting dates, locations, and times will be included in the notice. The NTR will work with the contractor in developing the NOI.

The Contractor will provide a NOI package for forwarding up the Navy chain of command. The NOI package shall include a draft cover letter, the revised draft DOPPA, a draft brief and a copy of the draft NOI for publication in the Federal Register.



#### **4.3.2 Block Advertisement**

The Contractor will be responsible for preparing an NOI for publication in local newspapers in the project area. For estimating purposes, the Contractor should assume ten (10) newspapers would be used three times before the scoping meeting (generally at the time the NOI is published in the Federal Register, and about 7-14 days prior and 3-consecutive days prior). The Contractor will be responsible for actions and costs associated with the publication of the NOI. For estimating purposes, the Contractor should assume that a 1/16<sup>th</sup> page size block advertisement is the preferred size and type of newspaper notification. A legal notice alone is normally not sufficient for this notification.

A draft of the block ad will be prepared by the Contractor and submitted electronically to the Navy for review within 15 days after the Project Kickoff meeting. The Contractor will be responsible for providing an electronic copy of the NOI to the PAOs prior to publication in the newspapers to ensure consistent Navy message to the public. The Contractor will incorporate Navy's comments and provide an electronic final copy of the block ad to the NTR within three days after receipt of comments.

The Contractor will ensure that the block ad is published in the appropriate newspapers within 3 days after the NOI is printed in the Federal Register. The Contractor will post the NOI Federal Register notice on the public access portion of the project web site (see Section 4.5). The Contractor will provide a copy of the printed ad and affidavit from the publishing source to the NTR within 30 days after publication.

#### **4.3.3 Notification Letters for Public Participation**

- The Contractor will prepare an electronic draft of the public and agency notification letters for review by the Navy within 15 days after the Project Kickoff Meeting. The Contractor will incorporate Navy comments and prepare the final notice for Navy approval within five days after receipt of final Navy comments. The notification letters will include a description of the proposed action, the scoping process, including scheduled scoping meeting dates and locations. The notification letters will be edited appropriately for various addressees as described in the PIP (see Section 4.2)

- The Contractor will validate both the public and agency mailing lists and update the lists as necessary. Members of the public will be able to signup for the public mailing list via the public website. See section 4.5. The updated mailing list will be available for review no later than 10 days prior to the planned mailing date. The Contractor shall be responsible for distributing Public Participation Notification letters signed by the Navy to all appropriate and interested elected officials, regulatory and resource agencies, Non-government organizations, persons expressing an interest in the proposed action. The Contractor will bear the costs for postage and the notices will be mailed to make delivery as soon as possible after the Federal Register NOI publication, but not prior to that date. For cost estimating purposes, the Contractor should assume that 1000 copies of the notification letter must be printed and mailed First Class. Some agency letters will be sent as certified mail. For cost estimating purposes, the contractor should assume an additional 75 letters will be sent as certified mail.

#### **4.4 SCOPING**

The Contractor will be responsible for a) holding pre-scoping meetings with other regulatory agencies (i.e. FAA), b) holding a Pre-Scoping meeting to solicit public participation in the scope of the DEIS, c) preparing scoping meeting materials, d) coordinating all aspects of the scoping meeting, e) preparing public outreach materials and f) hosting a post-scoping comment review meeting. In the event that the public scoping meeting schedule, location, etc. are not included in the NOI, the Contractor will prepare a Notice of Public Scoping (NOPS) for Federal Register publication following the same efforts outlined for the NOI described in Section 4.3, including preparation of scoping notification letters.

The Contractor will hold a Pre-Scoping meeting with regulatory agencies, that may be either cooperating agencies or other resource agencies, and other interested parties as part of the in the public participation

process. Regulatory agencies may include but are not limited to the Federal Aviation Administration (FAA) and the U.S. Fish and Wildlife Services (USFWS). Other resource agencies and interested parties may include state and local governmental agencies, tribes and public trust organizations. For cost estimating purposes, the Contractor shall assume up to three (3) pre-scoping meetings with these agencies to coordinate potential concerns and developing strategy for analysis. These meetings may be scheduled at anytime before the Public Scoping meeting with specific times being designated by the NTR.

In addition, the Contractor shall hold a separate Pre-Scoping meeting with the Navy. This meeting will be held prior to the initial Public Scoping Meeting at a time designated by the NTR, normally ten (10) days prior. The purpose of the meetings will be to review all informational materials that will be utilized at the Scoping Meeting; discuss details of meeting locations, room setups, and information station assignments; establish ground rules and instructions for scoping meeting participants; discuss how frequently asked questions should be answered; and address any other logistical details. The Contractor will prepare and distribute the meeting agenda via e-mail to all attendees five days prior to the meeting. The meeting location will be in Norfolk, VA. Travel time for the Contractor for the pre-Scoping Meeting shall be one day for the meeting with an additional day for travel.

The Contractor will provide risk communication training at the Pre-Scoping Meeting. This training should include both a lecture portion (discussing risk communication theory) and a practical portion, which will involve EIS Stakeholder Team members practicing their message with Scoping Meeting informational materials. The Contractor shall provide all materials for the risk communications training.

The Contractor will be responsible for preparing all display materials, acquiring an adequate meeting location to accommodate anticipated size of attendees, and assist in conducting scoping meetings. Five (5) open-house poster style-scoping meetings will be held to provide information to the public and receive public comment on the scope of analyses. The Contractor will make the effort to find no-cost public library, school and local government facilities conveniently located for the public to attend the meetings. Particular attention should be made to select public venues with ready access to free public parking. The Contractor is responsible for meeting venue rental costs, should it be necessary. The Contractor's responsibility includes having the appropriate furnishings, audio/visual equipment and appropriate technical subject matter experts to man the information stations (this may include a combination of Contractor and Navy personnel).

The open-house public scoping format may include information stations, posters, videos, power point presentations, handouts, fact sheets and appropriate subject matter experts to discuss details with attendees. The Contractor will prepare electronic versions of posters, and an information booklet for Navy review and revision using risk communication principles. For cost estimating purposes, assume 9 posters and an information booklet for distribution to the public and 3 revisions to each poster and booklet. The Final version will be submitted to the NTR for review no later than 5 days prior to the pre-scoping meeting. All materials will be reviewed and revised through the private website. Upon approval, the Contractor will print posters with sufficient quality that could be utilized for multiple meetings.

Project Information shall be assembled into a booklet for distribution to scoping attendees and other interested parties. A quantity of booklets should be available at each scoping meeting for all attendees to retain a personal copy. For purposes of preparing a Fee Proposal, the Contractor should assume that 20 color posters and 1600, 16 page booklets (25,600 color pages) will be printed. To the greatest extent practical, posters should be formatted to be used at more than one scoping meeting. To the greatest extent practical, posted should be formatted to be used at more that one scoping meeting. Suggested content for the posters and booklets is: EIS schedule, NEPA process, JSF background information and capabilities, installation and facility maps, flight track maps, range maps, existing operations, and proposed action and alternatives.

An electronic version of the handouts and information booklets will be made available on the public portion of the project web site at the onset of the first public scoping meeting. Each scoping meeting will

require one day for set-up and one additional day for travel. On the same day of the initial Scoping Meeting the Contractor will hold a “dry-run” dress rehearsal of the meeting with all participants, including local participants.

The Contractor shall provide support to the Navy through attendance and participation in briefs as requested by the NTR in preparing for the public scoping period. The Contractor may be asked to prepare presentation slides, talking points, fact sheets, handouts or maps for these briefs. The Contractor will provide requested briefing materials in electronic format by email for review and comment. Assume that a total of 50 copies of a printed single page handout will be required in addition to 50 copies of a 10-page printed power point presentation for a total of 550 printed pages. The Contractor will work closely with the NTR and PAOs to develop presentation, fact sheets, and handouts. The Contractor should assume that this effort would require five meetings of one-day duration each. For estimation purposes, the Contractor should assume that this would include two trips of four (4) days duration each, including travel.

- The Contractor will hold a Post-Scoping comment review meeting within 10 days after the end of the 30-day Public Scoping Period. The Contractor will collect, list and categorize public comments, and propose a strategy for how comments will influence the analysis for the DEIS documentation. The Contractor may use scoping comments to develop criteria to assist developing reasonable alternatives, drop alternatives from detailed analysis, identify new alternatives and identify pertinent issues for detailed assessment. In preparation for the post-scoping comment review meeting, the Contractor will prepare a composite list of scoping comments and a meeting agenda and disseminate these electronically 3 days prior to the scheduled meeting. The Contractor will update appropriate mailing and distribution lists based on the scoping comments and public website requests. The Contractor will be prepared to discuss proposed updates to the DOPAA at this meeting. The Contractor will prepare minutes from this meeting as described in Section 4.1.

- The Contractor will develop a scoping report summarizing all events of the public scoping period, including meeting preparation, materials, results of the scoping meetings including the number of attendees, media coverage, newspaper articles, advertisements, interviews and other public affairs/outreach efforts, types of comments received, photographs, lessons learned and any other pertinent information from the scoping meetings. The NTR will provide guidance in the development of this report and multiple versions will be required. A draft report will be due three weeks after the close of the public scoping period. The Contractor will work closely with PAOs and CPLOs to assist in data collection required summarizing the efforts that occurred during the 30-day public scoping process.

#### **4.5 WEB SITE**

- The Contractor will create and maintain a web site for this project. A project web site will be activated and maintained by the Contractor within 15 days of notice to proceed. The web site will have a “public access” portion and a “Navy-only” access portion.

The public access portion of the web site will be used to provide all public information regarding the JSF EIS including Scoping meeting handouts, informational booklets, and downloadable versions of Executive Summary, DEIS, FEIS and ROD. It will also include all public notifications including the NOI, notice of public scoping meetings, Notices of Availability (NOAs) and press releases. Additionally the public access portion will provide public comment forms that can be downloaded and used to submit scoping comments and DEIS public hearing comments.

The public website shall be set to send an automated email conformation to anyone submitting comment(s) on-line. In addition to submitted comments, the website shall allow the public to register for email notifications of Project Milestones as determined by the NTR (public availability, public hearings, etc). The contractor will draft the automated emails with guidance from the NTR.

The Public website should ask (but not require) users to provide the following: information on their position or status as a “concerned citizen” or “public official”, contact information including complete mailing address and email addresses, and the option to be added officially to mailing/distribution lists including disclaimer on how personal information will be treated for privacy considerations and requests for publicly released documents.

- The “Navy-only” access portion will be password protected. The NTR will provide the Contractor with a list of EIS Stakeholder Team members who require a password and access to the site with read-only privileges. The Contractor will send an e-mail notification to EIS Stakeholder team members (which may include government personnel, contractors and representatives from state agencies) with web-site access information, the person’s username and password. The Contractor shall also set up a second area of the website that the NTR will authorize only specific members of the EIS Stakeholder Team to access for internal reviews (estimate 15 individuals). In addition, the NTR will authorize specific members of the EIS Stakeholder Team (estimate 6 individuals) with privileges to upload information to the Navy-only portion of the website.

The Navy-only portion of the web site will be used to provide all internal information regarding the JSF EIS to the EIS Stakeholder Team. The Navy-only portion will provide: a current list of all EIS Stakeholder Team members including contact information and mailing addresses for overnight delivery (sorted by command), meeting minutes, monthly progress reports, project schedule, electronic versions of NOI, NOAs, DOPAA, DEIS, FEIS and other information that needs to be shared or accessible to the EIS Stakeholder Team members. The web site will facilitate routing, review and comment of documents that require coordination and review for the EIS Stakeholder Team.

All review comments/changes made by EIS Stakeholder Team members while developing EIS documentation shall be tracked using an online electronic comment matrix on the website. EIS Stakeholder Team members will have the ability to sort comments by document page number, date and time submitted, or by commenter’s name. Additionally, the contractor shall provide a formatted Excel spreadsheet that can be automatically uploaded to the online electronic comment matrix.

Typical headings for organizing posted information on the Navy-only website include: EIS, Public Involvement, Special Studies, Reference Documents, Meeting Minutes, Project Schedule, and Contractor Progress Reports.

- **Types of documents found under the “EIS” heading:** DOPAA, DEIS v1, DEIS v2, DEIS Released, FEIS v1, FEIS Release, draft ROD v1 and Signed ROD. Note: when multiple versions of the document exist, file names should include a version number and date, with files listed with most current version first.
  - **Types of documents found under the “Public Involvement” heading:** NOI, NOPS, NOAs, NOPHs, Ads/Articles/Press Releases, PIP, Distribution Lists, Q&As, Scoping Materials (posters/information booklets/scoping comments & treatment), Public Hearing materials (posters/information booklets/public hearing comments, transcripts, DEIS public comment matrix with draft responses), agency correspondence.
  - **Types of documents found under the “Special Studies” heading:** Air Conformity Analysis, Coastal Consistency Determination, Wetlands Delineation, Air Ops tables, Noise Study, Mitigation Studies, etc.
  - **Types of documents found under the “Reference Documents”:** INRMP, ICRMP, relevant existing documents such as FONSI/RODs, existing permits, etc.
  - **Meeting Minutes** should contain all approved meeting minutes.
  - **Project Schedule** should contain current and past versions of the project schedule.
  - **Contractor Progress Reports** should contain all monthly progress reports.
- The project web site will remain active for six calendar months after approval of the ROD. Information from the web site will be archived to a CD prior to disestablishment of the project web site. A

copy of the CD containing the archived material will be sent via express mail to the Navy and included in the administrative record.

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■ **4.6 REFINEMENT/ REVISIONS TO CHAPTERS 1 AND 2, PRELIMINARY DRAFT DESCRIPTION OF PROPOSED ACTION AND ALTERNATIVES (DOPAA)**

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■ The Contractor will review and revise, as needed, the preliminary draft DOPAA submitted as part of the Siting Study. The draft DOPAA will consist of the first two chapters of the NEPA analysis. The first chapter will be the purpose and need for the action and any pertinent background information. The second chapter will be a description of the proposed action, preferred alternative, no-action alternative and action alternatives. Based on existing data from multiple sites for the proposed action, the Contractor will make a recommendation of the appropriate environmental data baseline for this NEPA document. After receiving scoping comments, the Contractor will review the preliminary draft DOPAA for accuracy and completeness and revise it as needed within 15 days after the post-scoping comment review meeting. The revised draft DOPAA shall be submitted to the NTR electronically for review and comment by the EIS Stakeholder Team using the Navy-only website. The DOPAA may require multiple revisions as operational requirements are better defined. This product will be central to the initial development of the Draft EIS (DEIS).

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**4.7 DRAFT ENVIRONMENTAL IMPACT STATEMENT (DEIS) PREPARATION AND DISTRIBUTION**

The Contractor will be responsible for a) preparing a DEIS that will include multiple versions of the draft, and b) printing and disseminating the DEIS.

The Contractor will prepare a DEIS from the Final approved DOPAA. The Contractor will prepare several versions of the preliminary DEIS for Navy internal review before the DEIS is approved for public release. All EIS versions will be posted on the Navy-only project website. A suggested template of the Table of Contents for the DEIS is provided in Appendix A of this SOW. The first version should be labeled DEIS v1. This label should be prominently displayed on the cover of the document and in the header of each page of the document for this and all subsequent versions. Up to seventy (70) copies will be printed and distributed via express mail for EIS Stakeholder Team review. All EIS Stakeholder Team will review DEIS Version 1. All versions of the DEIS will include printed line numbers on each page to facilitate the document review and location of comments.

The Contractor will develop an online comment matrix to accompany all versions of the DEIS. EIS Stakeholder Team members will be encouraged to use on-line comment matrix for submittal of comments and suggested changes. EIS Stakeholder Team members will be able to see other review comments and have the ability to sort posted comments by page number or by name. The compiled comment matrix will be submitted by hard copy with the revised document and posted on the Navy-only web Page. The compiled comment matrix will include information on how comment was resolved in the latest version of the document.

The Contractor will host a Tiger Team review meeting to review and resolve document comments on Version 1. The Contractor will prepare 70 printed copies of DEIS Version 2 and express mail the document to the EIS Stakeholder Team (and if directed to N45/ DASN/ Office of General Counsel (OGC) reviewers) within 20 days after receipt of Navy comments on Version 1. A second DEIS Tiger Team review meeting will be hosted by the Contractor to review Version 2 comments. The Contractor will prepare 70 printed copies of DEIS Version 3 incorporating Navy review comments. The Contractor will express mail these copies as directed by the NTR within 15 days of receipt of Navy comments on Version 2. All of these DEIS versions may be bound in the most economical manner as agreed upon between the Contractor and NTR. In addition, the Navy may also require the Contractor to prepare an electronic version of the DEIS for internal distribution and review. The electronic version will not require printing and only be distributed via the project website.

All draft versions of DEIS deliverables should highlight (using shading, colored fonts or change bars) all subsequent changes to DEIS V1.

The Contractor will conduct a consistency review of both the Air Force F-35A and Marine Corps F-35B EIS documents to ensure consistency with the Navy F-35C DEIS. The Contractor should make the NTR aware of any discrepancies between these documents as soon as they are discovered.

Upon concurrence of all EIS Stakeholder Team, the Contractor will prepare 15 printed copies of the DEIS and 30 CDROMs containing electronic version of DEIS in final format for DASN briefing and express mail these copies as directed by the NTR. In addition, the Contractor shall provide an electronic version of the Executive Summary suitable for distribution via NMCI email. The Contractor shall provide assistance in preparation of briefing materials on the status and findings of the DEIS suitable for Navy chain of command. During the N45/DASN/OGC review and brief process there is normally a requirement for edification and printing of additional pages or supplemental pages to the document. These are usually short notice to resolve immediate action items. The Contractor will be responsible for providing these change pages throughout the review and approval process as requested by the NTR. Assume 400 pages would require editing, reformatting, printing and express mailing.

The final version of DEIS for public release will be of high quality printing and bound in a three-ring binder with organizational tabs. The Contractor will update the PIP as necessary and update the distribution list for interested agencies, organizations and individuals requiring/requesting copies of DEIS. The Contractor will submit this distribution list electronically for Navy review and approval concurrent with delivery of the DEIS to the Navy for DASN Brief.

After DASN approval of the DEIS, the Contractor will print 150 hard copies of the DEIS (v4), 30 hard copies of the Executive Summary plus 300 copies of DEIS on CDROM in Adobe Acrobat format. The Contractor will mail copies of DEIS via First Class to everyone on the approved distribution list and to others that request a copy on the public website or during the public comment periods. These copies should be mailed to coincide with the publication of the Notice of Availability in the Federal Register and scheduled to arrive NLT 10-days prior to the DEIS public hearing for their location. Each mailing of DEIS should contain a general letter thanking them for participation in the public comment period, providing information on location/dates of public hearings and procedures for submitting comments on DEIS.

All copies sent to required federal agencies and other essential reviewers should be sent via certified mail. The Navy will coordinate with the Contractor to determine which agencies need to receive copies via certified mail. For purposes of budgeting, the Contractor should assume 40 copies would need to be mailed via certified mail.

Additionally, the Contractor will make the electronic version of the DEIS available on the project Web site for public access. This electronic version will have "key word" search capability. The Contractor will notify individuals, organizations and agencies that registered for email notification upon the availability to download from project website. Cover email should thank them for participation in the public comment period, provide information on location/date/time of public hearings and methods for commenting on the DEIS.

The Contractor shall also post the DEIS at a minimum of one library in the proximity of each location (both Home basing and training) considered in the DEIS.

The Contractor will allot 4 days (3 meeting days, one travel day) for each of the two Tiger Team review meetings.

The Contractor will respond to all reviewer comments, submitted both in hard copy and electronically, by using a comment matrix format to track resolution of reviewer's issues. The comment matrix will be used as a quality assurance tool.



#### **4.8 DEIS PUBLIC NOTIFICATION/ PUBLIC HEARINGS AND COMMENTS**

##### **4.8.1 Notice for Public Hearings (NOPH)**

The Contractor shall a) prepare a notice for public hearings, b) provide notification copies of the DEIS, c) prepare and publish a newspaper advertisement, d) distribute post cards to all government agencies, groups, and individuals who have expressed an interest in the project.

The Contractor will prepare a Notice for Public Hearings (NOPH). The notice will be submitted electronically to the Navy in a timely manner and coordinated to assure that the printed notice appears in the Federal Register no less than 15 days prior to the first Public Hearing. Normally, the Contractor should plan to allow 30 days for Navy review, coordination and submission to the Federal Register. Cooperating Federal agencies may require 30 to 60 days for review and coordination prior to submission to the Federal Register. The notice will be published in the Federal Register. Although the Notice of Availability (NOA) of the DEIS is developed by the EPA, the Contractor shall provide support for developing the NOA, including developing draft text on short notice.

The Contractor will be responsible for responding to requests for additional copies of the DEIS or the Executive Summary for official notifications during this period, such as copies for the Office of Legislative Affairs. The Contractor should allow for the printing and express mailing of 20 additional copies to support this effort.

The Contractor will be responsible for preparing an advertisement which includes the NOPH for publication in local newspapers as denoted in the PIP. For estimating purposes, the Contractor should assume publication in ten (10) newspapers. The Contractor will be responsible for actions and costs associated with the publication of the ad. The appropriate type and size of ad will be determined and documented in the PIP, but for estimating purposes, the Contractor should assume that a 1/16<sup>th</sup>-page block advertisement is the preferred size and type of newspaper notification. A legal notice alone is normally not sufficient for this notification. A draft of the block ad will be prepared by the Contractor and submitted electronically to the Navy within five days after the DEIS is approved by the DASN. The Contractor will incorporate Navy comments and submit an electronic final version of the ad three days after receipt of Navy comments. The initial ad will be printed at least 25 days prior to the first Public Hearing. The ad should be repeated in the newspapers once, seven to fourteen days prior to the Public Hearing, and then printed the three consecutive days prior to the Public Hearing date. The Contractor will provide a copy of the printed ad and affidavit from the publishing source to the NTR within 30 days after the ad is published. The Contractor will be responsible for providing a copy of the ad to the Navy PAOs listed in the PIP prior to publication in the newspaper. A copy of the ad and NOPH from Federal Register will be posted on the public portion of the project web site.

The Contractor will mail post cards to government agencies, groups and individuals who have expressed an interest in this project. Post cards should be timed to arrive just after the publication of the NOA/NOPH in the Federal Register. The post cards will announce the public release of DEIS and provide the following information: procedures for how to comment, location/date/time of public hearings, how to obtain copy of the document, plus a box to check on how to handle personal information for privacy considerations. For purposes of a fee proposal, the Contractor should assume distribution of 1000 postcards. The Contractor shall bear all costs of postage.

##### **4.8.2 PUBLIC HEARINGS AND COMMENTS**

The Contractor will be responsible for a) holding a pre-public hearing planning meeting with risk communication training, b) supporting agency briefs, c) preparing public hearing materials, d) coordinating all aspects of the public hearing, and e) hosting a post-public comment review meeting.

The Contractor will hold a Pre-Public Hearing planning meeting with the Navy and participants of the Public Hearings. The meeting will be held prior to the initial Public Hearing at a time designated by the NTR, normally ten (10) days prior. The purpose of the meeting will be to review all materials that will be

utilized at the Public Hearing; discuss details of meeting locations, room setups, and information station assignments; establish ground rules and instructions for Public Hearing participants; review scripts; and address any other logistical details. The Contractor will prepare a meeting agenda and disseminate it via e-mail to all attendees five days prior to the meeting. For cost estimation purposes, assume the meeting will be in Norfolk, VA.

The Contractor will provide risk communication training at the Pre-Public Hearing planning meeting. This training should include both a lecture portion (discussing risk communication theory) and a practical portion, which will involve EIS Stakeholder team members practicing their message with Public Hearing materials. The Contractor will use the Navy and Marine Corps Public Health Center (formerly known as Navy Environmental Health Center (NEHC)) for this training. The Contractor should assume that this meeting would be held in Norfolk for two days and that 25 people from the EIS Stakeholder Team would attend (which includes appropriate contractor and subcontractor personnel). The Contractor will be required to provide a "half size" set of posters and a list of questions and answers that will be used in the training session and at the public hearings. A portion of the session should be used for "role-playing" in a mock public hearing. Additionally, NEHC should review all presentations associated with the DEIS.

The Contractor shall provide support to the Navy through attendance and participation in pre-Public Hearing briefs as requested by the NTR. The Contractor will prepare presentation slides, information booklets and handouts for these briefs. The Contractor will provide requested briefing materials in electronic format by email for review and comment. Assume that a total of 50 copies of a printed single page handout will be required in addition to 50 copies of a 10-page printed power point presentation for a total of 550 printed pages. The Contractor will work closely with the NTR to develop the presentation, fact sheets and handouts. The Contractor should assume that this effort would require five meetings of one-day duration each including travel. This effort will normally occur immediately following the release of the DEIS to the Public. Therefore, the presentation, fact sheets and handouts will be prepared and approved by the planned Notice of Availability date.

Public Hearings will be held for the purpose of receiving public comment on the DEIS. The Public Hearing will incorporate a combination of open-house information stations that may include posters, videos, power point presentations, information booklets, and a more formal hearing format to receive comments. The Contractor will provide a stenographer at each meeting site and computers for individuals to make comments during the open-house portion of the hearing. A court reporter will be utilized by the Contractor to record comments presented at the formal Public Hearing. The Contractor will make the effort to find no-cost public locations to hold the hearings and reasonable accommodations for parking, but will be responsible for hearing venue rental costs should it be necessary. The Contractor's responsibility includes having the appropriate furnishings, audio/visual equipment and subject matter experts to man the information stations (this may include a combination of Contractor, and Navy personnel). The contractor will provide a certified court reporter to transcribe the testimony from the public hearing. The contractor will provide certified transcripts of public testimony by the post-public comment review meeting.

The Contractor will provide all informational materials approved for use at the public hearing utilizing posters, and informational booklets from the Scoping meetings to the maximum extent practical and will prepare additional electronic drafts of posters and informational booklets for submittal to the NTR for review as necessary no later than 10 days prior to the pre-public hearing meeting. .

The Contractor should assume that nine new color posters would be printed. To the greatest extent practical the contractor should reuse posters between sites. For cost estimating purposes, the Contractor should assume a 2-hour open house to be followed by a "formal" public hearing to last an additional 5 hours. Venues for the public hearings should accommodate approximately 400 people at homebasing site locations and approximately 150 people at training sites. Project Information shall be assembled into a booklet for distribution to meet attendees and other interested parties. A quantity of booklets should be available at each public meeting for all attendees to retain a personal copy. For purposes of preparing a Fee Proposal, the Contractor should assume that 20 color posters and 1600, 16 page booklets (25,600

color pages) will be printed. To the greatest extent practical, posters should be formatted to be used at more than one public hearing.

The Contractor will prepare a draft version of the Public Hearing script for use by the Public Hearing Officer and other presenters. The draft script will be forwarded with draft materials and the final revised script will be submitted electronically three days prior to the Public Hearing. Additionally, the Contractor will have printed copies of the script available at the Public Hearing for those individuals with speaking parts. Final printing of the posters and information booklets will be done in a time appropriate to make them available for the public hearing. An electronic version of the posters and information booklets will be made available on the public portion of the project web site. Each public hearing will require one day for set-up and conducting the hearing, and one additional day for travel. On the same day of the initial Public Hearing or the day prior (as appropriate), the Contractor will hold a "dry-run" dress rehearsal of the meeting with all participants. The Contractor will support media availability events held in conjunction with public hearings. In addition, the contractor is expected to work with Navy Public Affairs personnel to coordinate press releases and informational materials to ensure our message is consistent.

The Contractor will hold a post-public comment review meeting 7 to 14 days after the end of the Public Comment Period. This meeting will be utilized to discuss public comments, and how to address the comments within the Final EIS. The Contractor will prepare a composite list of public comments and a meeting agenda and disseminate these items electronically five days prior to the post-public comment review meeting. The Contractor will prepare meeting minutes as described in Section 4.1. Meeting location will be in Norfolk, VA. The meeting will be one day in length with an additional day for travel.

- The Contractor will develop a post-public hearing report summarizing everything done to prepare for the public hearing including an after-action report on hearing high-lights, primary issues, number of attendees at the public hearings, press attendance and media coverage, copies of newspaper articles and advertisements, listing of interviews (include transcripts, if available), media events and other public affairs/outreach efforts, summary of types of comments received, photographs of the hearings, lessons learned and any other pertinent information from the hearings. The NTR will provide guidance in the development of this report and multiple versions will be required. The Contractor shall coordinate with all local PAOs in preparation of this report. A draft report will be due three weeks after the close of the public hearing period.

#### **4.9 NOISE ANALYSES**

The Contractor will model the 65-, 70-, 75-, 80- and 85 DNL noise contours for each alternative at each location using projected operational data provided by the Navy. For budgeting purposes the Contractor should assume a total of 20 contours which may be the result of changing air operations data. The Contractor should use the noise data generated from these contours in the following analysis:

- Impacts to population and natural and cultural resources;
- Air emissions calculations (based on air operations, not noise);
- Threatened and endangered species;
- Socioeconomics;
- Environmental Justice;

The Navy will also require the Contractor to calculate single event level (SEL) noise calculations for three aircraft (replacement aircraft, the JSF and for another aircraft dominating the noise environment) at up to six locations near each installation. The Contractor will provide recommended locations including criteria for location selection based on geography, public comments, sensitive noise receptors or other factors that many require further study. The Navy will select and approve locations prior to SEL calculations.

#### **4.10 ADDITIONAL NOISE CONTOURS**

Contractor shall conduct noise analyses as described in 4.9 upon 20 additional noise contours as directed by the Navy.

#### **4.11 NOISE CONTOUR REVISIONS**

Contractor shall conduct noise analyses as described in 4.9 upon 15 additional noise contours as directed by the Navy.

#### **4.12 CLEAN AIR ACT CONFORMITY ANALYSIS (CAACA)**

▪ This effort will gather and analyze data pertaining to the planned future operations in all affected air basins. In Clean Air Act (CAA) Non-Attainment Areas an analysis will be required to ensure the proposed future action conforms to the State Implementation Plan (SIP). This requirement includes the preparation, analysis and development of the CAACA or Record of Non-Applicability (RONA), if applicable. The required analysis is for United States waters only. The area covered is from the shoreline out three miles and from ground level up to 3,000 feet above ground level. (Detailed requirements for services, submittals, meetings and times are provided in Appendix E.)

#### **4.13 MICROSOFT PROJECT SCHEDULE AND PROJECT MANAGEMENT PLAN**

The Contractor will utilize Microsoft Project software to a) produce a project schedule, and b) the preparation of Project Management Plan (PMP)

▪ The project baseline schedule should show key tasks, inter-relationships, milestones and dates; develop a critical path; and list action owners of each task. The NTR will provide guidance to the contractor in developing the Microsoft Project File. The contractor shall print the file upon NTR request in either Gant or Network Diagram view.

In conjunction with the project schedule, a Project Management Plan (PMP) will be prepared for the EIS effort. The PMP shall be closely tied to the project schedule and explain how the schedule fits together from an efficiency perspective. The PMP shall include:

- An updated Table of Contents
- Approach to coordinating the EIS with other NEPA efforts including Marine Corps JSF efforts

- A list of data needs for each resource area
- Approach to analysis
- Permitting and consultation requirements/approach
- Additional project management issues

The Contractor will present a rough draft of the baseline schedule at the Project Kickoff meeting for discussion and comments. Project management issues and related scheduling shall be discussed at the Project Kickoff meeting. The Contractor will incorporate these comments and submit a draft baseline schedule and PMP within 5 days after the Project Kickoff meeting. The Navy will review and provide comments within 10 days of receipt of the draft baseline schedule and PMP. The Contractor will incorporate additional Navy comments and submit the final baseline schedule and PMP electronically in MS Project and Word format to the NTR within 10 days after receipt of Navy comments. The Contractor will submit the final baseline schedule electronically in Adobe format to the NTR and all other recipients without access to MS Project software. The baseline schedule and PMP will be posted on the Navy-only access portion of the project web site.

Days within the schedule will be expressed in terms of business days. Business Days will be defined as normal workweek days (Monday through Friday) with the allocation made for Holiday observances. The 10 holidays recognized by the U.S. Government will be incorporated into the project schedule as non-business days. Due to commonly extended vacations associated with the Christmas/New Year holidays, the Contractor will confer with the NTR to establish appropriate work/leave expectations. The designated submittal dates provided in this SOW are general guidelines for estimating purposes and use in preparation of the Microsoft Projects Schedule. The Contractor is encouraged to have submittals precede the established deadlines to allow for internal NAVFAC/NTR reviews and, wherever possible, in order to create "float" within the project and avoid future delays if subsequent tasks should exceed their estimated timeframe.

The Contractor will keep the MS Project schedule current throughout the life of the project. The Contractor will submit the updated MS Project schedule as part of the invoice process. The updated MS Project schedule will, at a minimum, show starts and finishes for target, planned and actual dates. The progress report will identify project schedule float and negative float. In addition, the monthly progress report will identify the status of current tasks and note tasks and responsible persons for actions that will occur within the next 45 days. The schedule will include associated supporting studies such as AICUZ, RAICUZ, Biological Assessments, and others noted in this SOW as appropriate, in order to show the relationship of these studies to the critical path completion of the project and tasks described in this SOW. If the studies are needed and are prepared by another contractor or another delivery order, Contractor shall coordinate with other individuals to get updated scheduling information.

As part of the invoice processing, and not a task element, the Contractor will provide a report on project progress with all invoices. It is recommended that invoices be submitted on the 1<sup>st</sup> working day of each month. The report will include actions completed during the previous month, actions to be completed during the next 45 days, updated MS Projects schedule, potential delays or obstacles that need resolution identifying the responsible contact, items and events of special interest that may be pertinent to the project, and a project completion summary. Progress reports will be electronic and forwarded via e-mail. A copy of each progress report and invoice will be available in a folder on the Navy-only access portion of the project web site and within the invoice.

#### **4.14 ADMINISTRATIVE RECORD**

The Contractor will be responsible for preparing an administrative record.

The Contractor will compile an administrative record during the EIS process in compliance with the Navy guidance reference documents. The administrative record will be submitted to the Navy within 20 days after the publication of the ROD. The administrative record will be submitted in both hard copy (1 copy) and electronic PDF copy (50 copies) on CD-Rom. The electronic format will support key-word searches

using the find and search commands and include appropriate bookmarks tabs. The administrative record will consist of the acquired referenced resources, studies and data used in the analyses, preparation of the NEPA document, and preparation of associated studies noted in this SOW. Cite memorandums of agreement, personal communications, E-mails, meeting notes and decisions notes that are pertinent. Questions regarding Administrative Record content should be forwarded to the NTR for Navy legal counsel opinion.

The Contractor shall be issued an "admin record toolbox" which interfaces with Microsoft Outlook. The contractor shall attend administrative record training (provide by the Navy at no cost). Admin record training requires approximately 3 hours will be conducted as part of the kickoff meeting (so no additional travel is required). The Contractor shall use the admin record toolbox as instructed by the Navy to record all JSF related correspondence.

#### 4.15 **MEETINGS**

Listed meeting locations are for planning purposes and price estimates. Actual locations may change.

SOW Section	Meeting Purpose	Location	# of Days*
2.1	Quarterly Executive Steering Group Meetings with NTR, Air Force and Marine Corps	Alternating between on-site meeting in Norfolk, VA and participation by conference call	1 day per meeting when on-site
4.1	Project Kickoff (including administrative tool box training)	Norfolk, VA	2
4.2	PIP Development Meeting	Norfolk, VA	1 <sup>s</sup>
4.4	Pre-Scoping Meeting	Norfolk, VA	2
4.4	Pre-Scoping Agency Briefs	Virginia Beach, VA; Lemoore, CA area	8
4.4	Scoping Meeting #1	Virginia Beach VA	3
4.4	Scoping Meeting #2	Key West, FL	2
4.4	Scoping Meeting #3	Lemoore, CA	3
4.4	Scoping Meeting #4	Fallon, NV	2
4.4	Scoping Meeting #5	El Centro, CA	2
4.4	Post-Scoping Comment Review Meetings	Norfolk, ,VA	2
4.7	DEIS Tiger Team Review 1	TBD	3
4.7	DEIS Tiger Team Review 2	TBD	3
4.7	NAVFAC DEIS Briefing	Norfolk, VA	2
4.8	Pre- DEIS Public Hearing Meeting	Norfolk, VA	2
4.8	Pre DEIS Public Hearing Agency Briefs	Norfolk, VA /Washington DC	8
4.8	DEIS Public Hearing #1	Virginia Beach, VA	3
4.8	DEIS Public Hearing #2	Key West, Florida	2
4.8	DEIS Public Hearing #3	Lemoore, CA	3
4.8	DEIS Public Hearing #4	Fallon, NV	2
	DEIS Public Hearing #5	El Centro, CA	2
4.8	DEIS Post-Public Comment Review Meeting	Norfolk, VA	2
4.1	NAVFAC Quarterly Meetings	Norfolk, VA	12 (total)




- All meetings include one additional day for travel to and return home.
- It is assumed that numerous informal meetings will be held to clarify and gather information; however, these meetings are assumed to be part of the data gathering and coordination needed within each task, would generally not require travel expenditure and are included in production effort.
- § This meeting will be held in conjunction with Kickoff meeting (no additional travel days included).

#### 4.16 **DELIVERABLES**

All documents, maps and illustrations must be of high quality and easily reproducible on standard or color copiers. Documents will be double-sided, single spaced, on 8 1/2" by 11" paper in manuscript format, with standard outline spacing. Maps identifying the location of the project will be included within the document and may be used along with tables, figures and illustrations throughout the document to more efficiently display project related information. Fold out pages should be avoided. If these are necessary, they will be no larger than 11" by 17" and have the same design as the 8 1/2" by 11" graph pages and will be approved by the government before document preparation. All pages of the documents will be appropriately numbered and bound. The Contractor shall use 30% recycled paper for draft documents, with each line numbered for editing purposes.

The Contractor shall have the text of all deliverables professionally edited for grammar, spelling, punctuation and formatting. It will be important to all interested parties that the document presents plain and straightforward discussions understandable at approximately an eighth grade reading level.

Deliverable	Electronic Posted to Web Site		# Hard Copies	# CDs	Delivery Deadline
	Navy	Public			
Kickoff Meeting Agenda	✓				5 days prior to Kickoff Meeting
Kickoff Meeting Minutes	✓				48 hrs after Kickoff Meeting
PIP Development Meeting Agenda	✓				5 days prior to PIP Dev. Meeting
Draft PIP	✓				20 days after PIP meeting
Revised PIP	✓		10		20 days after Government Comments
Draft Federal Register Notice of Intent	✓				10 days after Kickoff Meeting
Final Federal Register Notice of Intent	✓	✓			5 days after receipt of Navy comments
Draft Newspaper NOI	✓				15 days after Kickoff Meeting
Final Newspaper NOI	✓	✓			3 days after receipt of Navy comments

Deliverable	Electronic Posted to Web Site		# Hard Copies	# CDs	Delivery Deadline
	Navy	Public			
Printed Ad & Affidavit	✓	✓			30 days after publication
Validated Mailing and Distribution Lists	✓				10 days prior to mailing date
Draft Federal Register Scoping Notice	✓				20 days after NTP
Final Federal Register Scoping Notice	✓	✓			20 days after Draft FRS Notice
Draft Scoping notice newspaper ad	✓				20 days after NNL is received at CNO
Final Scoping notice newspaper ad	✓	✓			3 days after Government comments
Printed Newspaper ad and affidavit	✓	✓			30 days after publication
Pre-Scoping Meeting agenda	✓				5 days prior to Pre-Scoping Meeting
Draft Scoping Materials	✓				10 days prior to pre-scoping meeting
Final Scoping Materials	✓	✓			2-Days prior to scoping meeting
Public Participation Notification letters	✓	✓	1000		
Scoping Posters	✓	✓	7		Scoping Meeting
Information booklets	✓	✓	1600 copies 16 color pages total 26,600 pages		Scoping Meeting
Agency Brief Fact Sheets, Handouts/Presentation (10 pgs x 50 copies) + 50 copies of handout)	✓	✓	550		As required
Public Comment list & agenda for post-scoping comment review meeting	✓				3 days prior to Scoping Comment Review Meeting
Post-Scoping Comment Review Meeting Minutes	✓				5 days after Post Scoping Comment Review Meeting
DEIS v.1	✓		70		175 days after NTP
DEIS v.2	✓		70		20 days after receipt of Navy comments
DEIS v.3	✓		70		15 days after receipt of Navy comments

Deliverable	Electronic Posted to Web Site		# Hard Copies	# CDs	Delivery Deadline
	Navy	Public			
DEIS – DASN Brief	✓		10		5 days after receipt of Navy comments
DEIS Mailing List	✓				Concurrent with DEIS delivered for DASN Brief
DEIS – Public Distribution	✓	✓	150	300	Concurrent with Federal Register Notice of Availability
Federal Register Public Hearing Notice	✓	✓			25 days prior to Public Hearing
DEIS Official Notification Copies	✓		20		As required
DEIS Notification Postcards	✓		1000		As required
Draft Newspaper ad	✓				5 days after DEIS is approved by DASN
Final Newspaper ad	✓	✓			3 days after receipt of Navy comments
Copy of published ad and affidavit	✓	✓			30 days after publication
Pre-Public Hearing Meeting Agenda	✓				5 days prior to meeting
Agency Brief Presentation/Fact sheets/ Handouts (10 pgs x 50 cys +50 cys of handout)	✓		550		Date of DEIS NOA
Draft Public Hearing Materials	✓				10 days prior to Pre-Public Hearing Meeting
Public Hearing Materials	✓	✓			3 days prior to Public hearing
Script	✓		5		3 days prior to Public Hearing
Public Hearing Posters	✓	✓	9		Public Hearing
Information Booklets	✓	✓	1600 copies 16 color pages total 25,600 pages		Public Hearing
Public Comments and meeting agenda	✓				5 days prior to review meeting
Post-Public Comment Review meeting minutes	✓				5 days after review meeting
Administrative Record			1	5	20 days after ROD publication
Draft MS Projects Schedule	✓				5 days after Project Kickoff Meeting
Microsoft Project	✓				10 days after



#### 4.17 SCHEDULE

Task	Project Calendar Days*	Approximate Date
Project Kickoff Meeting	14	(to be completed at time of contract award)
Microsoft Project Schedule	30	
Federal Register Notice of Intent, Comment Period	60+ 90	
Scoping Period Closes	45	
DEIS V.1		
Comment resolution, meeting		
DEIS V.2		
Comment resolution, meeting		
DEIS V.3		
DEIS		

Federal Register Notice of Availability, Comment Period	45	
Public Comment Period Closes		
Regulatory Agency Consultation: NOAA/Fisheries, FWS, CCC	135	

\* The A/E shall submit, in writing to the Contracting Officer, any desired schedule changes for review and approval by the Contracting Officer.

#### **4.18 CONTRACTOR EVALUATION**

If, during document preparation, the Contractor's work is determined to be unsatisfactory, the Government will conduct a formal review at that time.

The Government will evaluate the Contractor's overall performance. The Contractor will be held fully responsible for all (including subcontractors') performances and submissions. Evaluation criteria are listed below:

- Completeness
- Data Collection
- Liaison
- Analyses
- Responsiveness to comments/requests
- Quality/accuracy of report and/or recommendations
- Adherence to schedule

A copy of this evaluation will be forwarded to the Contractor.

#### **4.19 GENERAL**

If, during fee proposal preparation, the Contractor feels that there is a high probability that identified investigations will yield inadequate data or will fail to meet known regulatory requirements to support the proposed project schedule, a request for scope clarification should be initiated. If the scope clarification discussion does not eliminate these concerns, unresolved issues should be identified both in the fee proposal submission and to the contracting officer.

## APPENDICES

APPENDIX	NAME
A	Sample DEIS Table of Contents
B	Installation Geospatial Information and Services/ Electronic Deliverables
C	Clean Air Act Conformity Analysis



**APPENDIX A**

Coversheet

Abbreviation and Acronym list

Abstract

Executive Summary

Table of contents which includes lists of figures, tables and appendices

**1 Introduction**

1.1 Introduction

1.2 Background

1.3 Purpose and Need

1.4 Environmental Review Process

1.4.1 Notice of Intent

1.4.2 Scoping Process

1.4.3 DEIS

1.4.4 FEIS

1.4.5 ROD

1.5 Documents Incorporated by Reference

**2 Alternatives**

2.1 Proposed Action and Identification of Alternatives

2.1.1 Operational Criteria

2.1.2 Alternative Screening Process

2.1.3 Identification of Alternatives

2.2 Analysis of Alternatives

2.2.1 Factors Used to Develop Alternatives

2.2.2 Description of Alternatives

2.3 Components of Each Alternative

2.3.1 Assessment of Operational Requirements

2.3.2 Evaluation of Alternative

2.4 No-Action Alternative

2.5 Comparison of Alternatives

**3 Affected Environment**

3.1 Physical Resources

3.1.1 Earth Resources

3.1.2 Water Resources

3.1.3 Air Quality

3.1.4 Noise Environment

3.1.5 Coastal Zone Management

3.2 Biological Resources

3.2.1 Vegetation

3.2.2 Wildlife

3.2.3 Threatened & Endangered Species

3.2.4 Species of Concern

3.2.5 Marine Mammals

3.3 Socioeconomic Resources

3.3.1 Land Use

3.3.2 Population and Housing

3.3.3 Transportation

3.3.4 Demographics

3.3.5 Regional Economy

3.3.6 Cultural Resources

3.3.7 Recreation

3.3.8 Hazardous Materials and Waste

3.3.9 Public Health and Safety

3.3.10 Protection of Children

### 3.3.11 Environmental Justice

## 4 Environmental Consequences

### 4.1 Physical Resources

- 4.1.1 Earth Resources
- 4.1.2 Water Resources
- 4.1.3 Air Quality
- 4.1.4 Noise Environment
- 4.1.5 Coastal Zone Management

### 4.2 Biological Resources

- 4.2.1 Vegetation
- 4.2.2 Wildlife
- 4.2.3 Threatened & Endangered Species
- 4.2.4 Species of Concern
- 4.2.5 Marine Mammals

### 4.3 Socioeconomic Resources

- 4.3.1 Land Use
- 4.3.2 Population and Housing
- 4.3.3 Transportation
- 4.3.4 Demographics
- 4.3.5 Regional Economy
- 4.3.6 Cultural Resources
- 4.3.7 Recreation
- 4.3.8 Hazard Materials and Waste
- 4.3.9 Public Health and Safety
- 4.3.10 Protection of Children
- 4.3.11 Environmental Justice

## 5 Cumulative Impacts

## 6 Other Considerations

- 6.1 Consistency with Other Federal, State, and Local Plans, Policies, and Regulations
- 6.2 Required Permits and Approvals
- 6.3 Irreversible and Irretrievable Commitments of Resources

## 7 List of Preparers (which includes the EIS Stakeholder Team)

## 8 Persons and Agencies Contacted

## 9 Public involvement and interagency coordination & distribution list

## 10 Glossary of terms

## 11 References

## Appendices

## **APPENDIX B**

### **ELECTRONIC DELIVERABLES**

#### **B-1.0 SPECIFICATIONS FOR DIGITAL DATA.**

Any maps, drawings, figures, sketches, databases, spreadsheets or text files prepared for this contract shall be provided in both hard copy and digital form. The hard copy deliverables are defined in a previous section of this statement of work.

##### **B -1.1. TEXT, SPREADSHEET, AND DATABASE FILES**

- The Navy standard desktop computing software is Microsoft Office. Final Reports and other text documents shall be provided in Microsoft Word 2003 format and Adobe Portable Document Format (PDF). Spreadsheet files shall be provided in Microsoft Excel format. Databases shall be provided in Microsoft Access format, unless specified otherwise, as approved by the Government. Prior to database development, the Contractor shall provide the Government with a Technical Approach Document for approval, which describes the Contractor's technical approach to designing and developing the database. All text, spreadsheet and database files shall be delivered on compact disk read-only memory (CD-ROM) with ISO-9660 format.

##### **B -1.2 GPS SURVEYS**

Horizontal accuracy for survey grade GPS data collection shall be  $\pm 1$  centimeter at 1 sigma unless otherwise specified in the statement of work. Horizontal accuracy for planning grade GPS data collection shall be  $\pm 2$  Meters unless otherwise specified in the statement of work. Every effort shall be made to capture feature locations without using offsets unless obstructions are present. Data sets derived from GPS data collection efforts (mapping or survey grade) shall include metadata to record descriptions of the receiver and other equipment used during collection and processing, base stations used for differential corrections, software used for performing differential corrections, estimated horizontal and vertical accuracies obtained, and conversion routines used to translate the data into final geographic data delivery format. All metadata shall comply with the metadata format requirements as described in this document. Final geographic data delivery format shall comply with the specifications described in this document.

##### **B -1.3. GEOSPATIAL DATA, MAPS, DRAWINGS AND SKETCHES:**

###### **(1) Geographic Data Delivery Format:**

(a) Digital geographic maps and the related vector data sets shall be developed using double precision and the data sets shall be delivered in uncompressed ARC/INFO export file format (.e00) using ARC/INFO Release 7.2 or higher. Data sets may alternately be delivered in a personal geo-database format that is Oracle-compatible using ArcGIS 8.3 or higher and must be importable to an Oracle 8i multi-user geo database using ArcSDE 8.1 or higher. ARC/INFO, ArcGIS and ArcSDE are geographic information system software applications produced by the Environmental Systems Research Institute (ESRI) of Redlands, California.

###### **(b) Scale-dependant Mapping Guidelines:**

Installation and Sub-Regional Level Mapping:  
See NAVFAC Guidelines for Installation Mapping and GeoSpatial Data published by NAVFACENGCOM.

Regional, Theatre-Level Mapping:  
Geospatial data for regional, theatre-level mapping (1:24K) shall be provided using precise geographic coordinates in decimal degree format with four decimal precision. Geographic data shall generally be

provided in nautical miles (nm.) for expansive marine areas, and statute miles (mi.) for expansive land areas, and projected into the Universal Transverse Mercator (UTM) coordinate system. Regional maps and data shall use the appropriate UTM Zone(s), the GRS 1980 spheroid and the North American Datum 1983 (WGS-84). No offsets shall be used. Each data set shall have a projection file if appropriate based on format.

Map or drawing scales will be determined by the NTR. Mapping accuracy for the agreed scales will conform to the American Society for Photogrammetry and Remote Sensing (ASPRS), "Accuracy Standards for Large-Scale Maps" and "Interim Accuracy Standards for Large-Scale Maps" (ASPRS, 1991). Copies of the ASPRS Accuracy Standards can be obtained by contacting:

American Society for Photogrammetry and Remote Sensing  
5410 Grosvenor Lane, Suite 210  
Bethesda, MD 20814-2160

ASPRS accuracy standards can also be found on the Internet at:

<http://www.asprs.org>

(c) Any system specific requirements in terms of data compatibility should be addressed. Any geospatial data delivered should be fully compatible with existing government enterprise systems.

(d) Spatial Data shall be consistent with TAP data repository requirements.

(2) Geographic Data Structure: The Contractor shall develop all geographic information in a structure consistent with the Spatial Data Standards (SDS), Version 2.2, released in August, 2002 or a higher version if available at the time of this project. The Contractor shall consult with the Government concerning modifications or additions to the SDS. The Government may approve modifications to the Standard if it is determined that SDS does not adequately address subject datasets. The American National Standards Institute's (ANSI) Committee for Information Technology Standards has approved the Spatial Data Standard for Facilities, Infrastructures and Environment (SDSFIE) as ANSI standard NCITS 353. Copies of the SDS may be obtained by contacting:

Director, U.S. Army Engineer Waterways Experiment Station  
CADD/GIS Technology Center  
Attn: CEWES-IM-DA/Smith  
3909 Halls Ferry Road  
Vicksburg, MS 39180-6199

Electronic copies of the Standards are also available from the CADD/GIS Technology Center's Internet homepage at URL address:

<http://tsc.wes.army.mil>

### (3) Content Specifications for Geospatial Data:

The Contractor shall develop all geographic information in a structure consistent with the latest version of Spatial Data Standards (SDS). Specific content for environmental planning and range planning themes supplemental SDS is available from the NAVFAC Data Committee. The Contractor shall consult with the Government concerning modifications or additions to the SDS.

The environmental data themes and attributes developed by the NAVFAC Data Committee have been specified to augment the existing standards in order to make geospatial data more useful to the specific business functions involved in environmental and ranges planning. Subject matter experts identified

these themes to add value and relevancy to geospatial data deliverables. "Best available data" shall be provided and will be evaluated based on whether appropriate regulatory or other authoritative sources were used to acquire raw or complete data for specific themes (see Geographic Data Review below).

#### (4) Geographic Data Documentation:

For each digital file delivered containing geographic information (regardless of format), the Contractor shall provide documentation consistent with the "Content Standards for Digital Geospatial Metadata, June 1998" published by the Federal Geographic Data Committee. The documentation shall include but is not limited to the following: the name and description of the map layer or coverage, the source of the data and any related data quality information such as accuracy and time period of content, description of equipment or instruments used in the data collection, the type of data coverage (point, line, polygon, etc.), the field names of all attribute data and a description of each field name, the definition of all codes used in the data fields, the ranges of numeric fields and the meaning of these numeric ranges, the creation date of the map layer and the name of the person who created it. A point of contact shall be provided to answer technical questions. Metadata generation tools included in the ArcGIS suite of software shall be used in the production of the required metadata in XML format. Alternately, another metadata generation tool called document.xml is available from ESRI for use with ARC/INFO to produce the required metadata. If neither of these tools is used, the Contractor must insure that the metadata are delivered in a format which can be easily translated to the XML format. All metadata will comply with the Federal Geographic Data Committee (FGDC) format. Copies of the FGDC metadata standard can be obtained by contacting:

FGDC Secretariat  
c/o U.S. Geological Survey  
590 National Center  
Reston, Virginia 22092  
(703) 648-5514

FGDC metadata standards can also be found on the Internet at:  
URL <http://www.fgdc.gov/metadata>

#### (5) Geographic Data Review:

The digital geographic maps, related data and text documents shall be included for review in the draft and final contract submittals. The reviews shall include a visual demonstration of the geographic data on one of the Sun Sparc or Windows computer systems supported by the Geographic Information System (GIS) Section, Business and Logistics Support Department. Contractor shall have a technical consultant available at each review to assist with any digital data discrepancies. The data will be analyzed for subject content and system compatibility. The Contractor prior to approval of the final submittal shall incorporate review of comments to data and text.

In all cases "Best Available Data" should be provided. The government will evaluate the Contractors' performance in delivering the "best available data" based on the following criteria:

Raw or complete data have been acquired from the appropriate regulatory or authoritative sources  
Compliance with existing standards and data content guidance  
Age of Data  
Date gathered  
Date published  
Collection Method  
Tools  
Platforms (e.g. foot, ship, plane, vehicle)  
Review Process

Completeness of Data  
Number of errors identified  
Complete set of attributes  
Who gathered data  
Where did data come from  
Spatial Resolution  
Quality and completeness of metadata  
Compatibility with known good datasets  
Geographic extent  
Data use restrictions  
Relationships built with data gatherers

(6) Ownership:

All digital files, final hard-copy products, source data acquired for this project, and related materials, including that furnished by the Government, shall become the property of the Navy, and will not be issued, distributed, or published by the Contractor. All files shall be a deliverable at the DEIS deliverable period, and at the FEIS deliverable.

## **APPENDIX C**

### **CLEAN AIR ACT CONFORMITY ANALYSIS**

#### GENERAL INFORMATION

In order to ensure that Federal activities do not hamper local efforts to control air pollution, Section 176(c) of the Clean Air Act (CAA), 42 U.S.C. 7506(c), prohibits Federal agencies, departments or instrumentalities from engaging in, supporting, providing financial assistance for, licensing, permitting or approving any action which does not conform to an approved State or Federal implementation plan.

Conformity to an implementation plan means: Conformity to a plan's purpose of eliminating or reducing the severity and number of violations of the National Ambient Air Quality Standards (NAAQS) and achieving expeditious attainment of such standards; and that such activities will not (1) cause or contribute to any new violation of the NAAQS; (2) increase the frequency or severity of an existing violation; or (3) delay the timely attainment of a standard, interim emission reduction, or milestone. Section 176(c) was amended in 1995 to clarify that the conformity requirements apply only to designated non-attainment and maintenance areas.

- The Contractor will initiate this review upon approval of the DOPAA that will delineate the Proposed Action and Alternatives, all of which must be evaluated. The Contractor will prepare a technical paper to document the conclusions of a Conformity Review and submit for Navy concurrence. The Technical Paper will be submitted electronically within 90 days of contract award. If the Technical Paper results in a conclusion that no further documentation is required, the Technical Paper will be integrated into the NEPA document. Any other conclusion will require completion of addition steps for an air conformity analysis.

The Conformity Review will include air basins where the installations NAS Oceania, NAS Key West, NAS Lemoore, NAS Fallon, NAS El Centro are located.

(End of Statement of Work)



## Section F - Deliveries or Performance

## DELIVERY INFORMATION

CLIN	DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
0001	30-SEP-2010	2,952,564	N/A FOB: Destination	
000101	N/A	N/A	N/A	N/A

CONTRACT ADMINISTRATION

The contractor's responsibility is directly to the contracting officer via the contract specialist. Any requested change/deviation in scope must be brought to the attention and/or approved by the contracting officer. In no case will changes to the contract scope be made at the activity level or by any person other than the contracting officer. The contract specialist is (b) (6) who can be reached at:

Naval Facilities Engineering Command Atlantic  
6506 Hampton Blvd  
Code AQ11  
Norfolk VA 23508

Phone: (b) (6)  
Fax: (757) 322-4166

Payment – Upon approval by the NTR, payment will be authorized on a monthly basis (as requested) to the contractor. Payment authorization by the NTR shall be based solely on the percentage of the entire project completed within the period for which the Government is billed. An up-to-date status report that clearly indicates actual work performed during the billing period must accompany each billing statement before payment is authorized by the NTR. Requests for payment shall be in accordance with NAVFAC LANT instructions and addressed to:

Naval Facilities Engineering Command Atlantic  
6506 Hampton Blvd  
Code AQ112 (Attn: (b) (6))  
Norfolk VA 23508

Or email invoices to: [NFAinvoices@navy.mil](mailto:NFAinvoices@navy.mil)

## Section G - Contract Administration Data

## ACCOUNTING AND APPROPRIATION DATA

AA: 17 08081804 60CA 0252 00060 W 068732 2D C036JC  
COST CODE: 465798000NAQ  
AMOUNT: \$2,952,564.00  
CIN 00000000000000000000000000000000: \$2,952,564.00